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23RD ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
FINANCIAL REPORT  
FOR THE YEAR ENDED  
SEPTEMBER 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 4/9/03

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# GUS SCHRAM & CO., Ltd.

A PROFESSIONAL CORPORATION

Certified Public Accountants

Business Consultants

Mr. Ronald Rossitto, Program Director  
23rd Annual Governor's Conference  
on Juvenile Justice  
Lake Charles, Louisiana

We have compiled the accompanying balance sheet of the 23rd Annual Governor's Conference on Juvenile Justice as of September 30, 2002, and the related statement of revenues, expenditures and changes in fund balance and statement of revenues, expenditures and changes in fund balance budget (GAAP basis) and actual for the year then ended in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

We have also issued our report dated March 14, 2003 on applying agreed-upon procedures.

*Gus Schram & Co. Ltd.*

March 14, 2003

**23RD ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
AS OF SEPTEMBER 30, 2002**

	<u>Governmental</u>	<u>Account Group</u>	
	Special Revenue Fund	General Fixed Assets	Total (Memorandum Only)
<b><u>ASSETS</u></b>			
Cash	\$ 75,765	\$	\$ 75,765
Grant Receivable	35,000		35,000
Accounts Receivable	1,555		1,555
Fixed Assets		13,080	13,080
	<u>\$ 112,320</u>	<u>\$ 13,080</u>	<u>\$ 125,400</u>
<b><u>LIABILITIES AND FUND BALANCE</u></b>			
Liabilities:			
Accounts Payable	\$ 58,945	\$	\$ 58,945
TOTAL LIABILITIES	58,945	-	58,945
Fund Balance:			
Unreserved	53,375		53,375
Investment in General Fixed Assets		13,080	13,080
TOTAL FUND BALANCE	53,375	13,080	66,455
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 112,320</u>	<u>\$ 13,080</u>	<u>\$ 125,400</u>

"See accompanying notes and accountants' report"



23RD ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2002

REVENUES

Intergovernmental	\$ 35,000
Registration Fees	55,825
Sponsor Registration	<u>1,250</u>

Total Revenues 92,075

EXPENDITURES

Current:

Contract Services	9,000
Other Direct	15,274
Travel	<u>54,966</u>

Total Expenditures 79,240

Excess of Revenues  
over Expenditures 12,835

FUND BALANCE

Beginning of Year 40,540

End of Year \$ 53,375

"See accompanying notes and accountants' report"

23RD ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2002

	Special Revenue Fund Type		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Intergovernmental	\$ 35,000	\$ 35,000	\$ 0
Registration Fees	55,000	55,825	825
Sponsor Registration	<u>1,300</u>	<u>1,250</u>	<u>(50)</u>
<b>Total Revenues</b>	<u>91,300</u>	<u>92,075</u>	<u>775</u>
<b>EXPENDITURES</b>			
Current:			
Contract Services	9,000	9,000	0
Other Direct	13,500	15,274	(1,774)
Travel	<u>55,000</u>	<u>54,966</u>	<u>34</u>
<b>Total Expenditures</b>	<u>77,500</u>	<u>79,240</u>	<u>(1,740)</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	13,800	12,835	(965)
<b>FUND BALANCE</b>			
Beginning of Year	<u>39,000</u>	<u>40,540</u>	<u>1,540</u>
End of Year	\$ <u>52,800</u>	\$ <u>53,375</u>	\$ <u>575</u>

"See accompanying notes and accountants' report"

23rd ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2002

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

The 23rd Annual Governor's Conference on Juvenile Justice is an adjunct organization of the Louisiana Commission on Law Enforcement and the Juvenile Justice and Delinquency Prevention Advisory Board. The purpose and function of the 23rd Annual Governor's Conference on Juvenile Justice is to increase the capacity of state and local governments to conduct effective juvenile justice and delinquency prevention programs. The more specific emphasis of the conference is on providing information, resources, and training to approximately 500 individuals in the state's juvenile justice field. It is anticipated collectively these individuals will begin to resolve the system's more serious problems including the appropriate placement and/or delivery of services to the violent, emotionally disturbed, mentally retarded and/or serious offenders with special emphasis on the removal of juveniles from jails. The conference is jointly sponsored by the Juvenile Justice and Delinquency Prevention Advisory Board, Louisiana Commission on Law Enforcement, Office of Juvenile Services, Louisiana Association of Child Care Agencies, Louisiana District Attorney's Association, Louisiana Council of Juvenile Court Judges, and Louisiana Juvenile Detention Association. This report includes all of the funds relating to the conference.

B. PRESENTATION OF STATEMENTS

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also incorporated any applicable requirements set forth by the Louisiana Governmental Audit Guide, as applicable to compiled financial statements for governmental entities.

C. FUND ACCOUNTING

The Agency uses funds and account groups to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds of the 23rd Annual Governor's Conference are classified as a special revenue governmental fund type. The special revenue governmental fund accounts for the 23rd Annual Governor's Conference's collection and disbursement of specific or legally restricted monies received from the grantor agency as well as fees received from the various annual conference participants.

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NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2002

An account group is self-balancing set of accounts, but not an accounting entity; therefore, not a fund. The Agency's account group consists of the general fixed asset account group. The general fixed asset account group is used to account for fixed assets of the Agency.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The Agency considers grant revenue and participant fees susceptible to accrual.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund types when purchased. No depreciation has been provided on general fixed assets. Fixed assets are valued at historical cost.

E. BUDGET POLICY

The Grant follows these procedures in establishing the budgetary data reflected in these financial statements.

The Louisiana Commission on Law Enforcement and Administration of Criminal Justice notifies the Agency each year as to the funding levels for the program's grant award.

The Project Director prepares a proposed budget based on the funding levels provided by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice and then submits the budget to the Louisiana Commission on Law Enforcement and Administration of Criminal Justice for approval.

All budgetary appropriations lapse at the end of each fiscal year and grant year (September 30). The amended budget is presented in these financial statements.



23rd ANNUAL GOVERNOR'S CONFERENCE ON JUVENILE JUSTICE  
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SEPTEMBER 30, 2002

The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device. The Agency may transfer funds between line items as often as required but must obtain prior approval from the Louisiana Commission on Law Enforcement and Administration of Criminal Justice for funds received under grants from this state agency.

F. ESTIMATES

The preparation of the general purpose financial statements in conformity with generally accepted accounting principles requires the use of management's estimates.

NOTE 2: REVENUE RECOGNITION - INTERGOVERNMENTAL GRANTS, REGISTRATION FEES

Intergovernmental grant revenues and the related fees are recorded in a special revenue governmental fund in the accounting period when they become susceptible to accrual, that is, measurable and available (modified accrual basis).

Intergovernmental Grants

Louisiana Commission on Law Enforcement and Administration of Criminal Justice program funds are earned and become susceptible to accrual based upon grant fund requests for reimbursements. The funds are recorded as revenues if the request covers a period in the current fiscal year and the related expenditures to be reimbursed have been recognized (match of revenues and expenditures).

Registration Fees/Accounts Receivable

The registration fees are considered measurable/earned and become susceptible to accrual at the time of the conference. The revenue is based on the number of people attending the conference. The receivable of \$1,555 is from various conference attendees. Management does not believe that there is a significant concentration of credit risk with respect to this receivable amount due to the different geographic locations of the attendees.

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NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2002

NOTE 3: CASH

At September 30, 2002, the 22nd Annual Governor's Conference on Juvenile Justice had the following balance in its cash account:

	<u>Bank Balance</u>	<u>Book Balance</u>
Hibernia National Bank:		
Checking	<u>\$76,975</u>	<u>\$75,765</u>

The entire bank balance was covered by federal deposit insurance. Thus, there was no concentration of credit risk with regard to the Agency's cash funds.

NOTE 4: GRANTS RECEIVABLE

Grants receivable at September 30, 2002, consisted of grant requests for expenditures incurred in connection with the conference held on August 28, - August 30, 2002.

<u>Program</u>	<u>Amount</u>
23rd Annual Conference	<u>\$35,000</u>

NOTE 5: GENERAL FIXED ASSETS

A summary of changes in general fixed assets for the fiscal year ended September 30, 2002 is as follows:

	<u>Balance 10/01/01</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 9/30/02</u>
Equipment	<u>\$ 13,080</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 13,080</u>

NOTE 6: INCOME TAX STATUS

As a function of the state government, this activity is not subject to income tax.

NOTE 7: ECONOMIC DEPENDENCY

The Conference receives approximately 38% of its revenue from funds provided through a grant administered by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The grant amount is appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Conference receives could be reduced

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SEPTEMBER 30, 2002

significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Conference will receive in the next fiscal year.

NOTE 8: CONTINGENCIES

The Conference receives revenues from a federal grant program which is subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the grantor agency and the Conference. Also it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Conference's financial position.



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## Independent Accountants' Report on Applying Agreed-Upon Procedures

Mr. Ronald Rossitto, Program Director  
23rd Annual Governor's Conference  
on Juvenile Justice  
Lake Charles, Louisiana

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of the 23rd Annual Governor's Conference on Juvenile Justice and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the 23rd Annual Governor's Conference on Juvenile Justice's compliance with certain laws and regulations during fiscal year ended September 30, 2002 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000 (if any), and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000.

### Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the current list of board of directors. Management also confirmed to us that none of board of directors have any business interests with the vendors used during the period under examination.

3. Obtain from management a listing of all employees paid during the period under examination.

There were no employees paid during the period under examination.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

There were no employees paid during the period under examination.

#### Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget.

6. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

#### Accounting and Reporting

7. Randomly select six disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the six payments we examined were coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements were reviewed and were properly approved.

#### Meetings

8. Obtain a representation letter indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law), if applicable, to your oversight agency.

Management provided a copy of the advertisements which was published and a list of the newspapers which carried the advertisements for the meetings of the oversight board of this entity. We also received a representation from management concerning their compliance with the open meeting law.

#### Debt

9. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

10. Examine payroll records (if any salary payments made) for the year to determine whether any payments have been made to employees which may constitute bonuses, or like indebtedness.

There were no payments for salary amounts during the year. Contract labor payments were the only payments to individuals for compensation related activities. These individuals did not receive any bonuses or advances. The 1099's were filed for these individuals prior to February 28, 2003, as required by law.

Corrective Action Plan:

No corrective action is necessary.

Our prior year report, dated March 21, 2002, includes a comment regarding the 2001 1099's being filed late. With the 2002 1099's being filed timely, this matter has been resolved for the year ended September 30, 2002.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the 23rd Annual Governor's Conference on Juvenile Justice and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Gus Schram & Co., Ltd.*

March 14, 2003





2/27/03 (Date Transmitted)

Gus Schram & Co., Ltd.  
1409 Kirkman Street  
Lake Charles, LA 70601

**In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.**

These representations are based on the information available to us as of (date of completion/representations).

## Public Bid Law

**It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..**

Yes ☒ No ☐

## Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

## Budgeting

**We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.**

Yes ☒ No ☐

## Accounting and Reporting

**All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.**

Yes ☒ No ☐

**We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.**

Yes ☒ No ☐





We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.  
Yes ☒ No ☐

#### Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.  
Yes ☒ No ☐

#### Debt






It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.  
Yes ☒ No ☐

#### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.  
Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

	District Attorney	
	<del>Secretary</del>	Date
	1st Asst. D.A.	
	<del>Treasurer</del>	Date
	Office Adm.	
	<del>President</del>	Date

2/21/02

**Note:** If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.